

Town of Sheffield Historical Commission Meeting, November 18, 2014

Present: Michael King, Vice Chair; Patricia Elsbach, Kathy Orlando, Gay Tucker, Beth Anstett, Intern

The meeting was called to order at 5:47 pm by Vice-Chair Michael King.

Beth presented a press release that she and Catherine Miller wrote to announce the Historical Commission's Open House, December 5, 2014 at the Bushnell Sage Library, 4-7 pm. Kathy will send the Committee the press release for approval before Beth sends it out. Kathy will send Beth the addresses of the organizations that should receive the press release. Kathy will also put together a poster that Beth will have printed and will distribute. Gay will get text and photos to Kathy for the poster before she leaves for a holiday. Pat will call Kathy Sat & Sun to remind her of the work to be finished by end of week.

It was approved by Committee vote to spend up to \$200.00 for expenses including refreshments, posters, etc.

The set-up for the Open House was discussed. It was suggested that three (3) photos of important buildings in Sheffield, the Stone being one with a diagram to demonstrate how the Inventory Update Sub-Committee (IUS) updates buildings not in the inventory. Beth will set up another visual display that will explain how to get to MACRIS. Gay will put together a flow chart to demonstrate how to locate buildings.

Our next meeting is scheduled for December 2 at 5:45 pm so that we can process the preparations for the Open House and set up a time schedule for members to be at the Library.

Gay described the filing system for the IUS at the MDRC. Michael suggested placing a protocol at the top of the MDRC stairs which would clearly instruct any individual how to follow the filing system, how it is organized, how to find any documented structure in the system. "It needs to be self-instructive".

There is a need for Commission members to work at the MDRC on Monday from 8:30 am – 3:30 pm from mid-December – April while Gay is out of town. The research will be on hold from December 9 until January 26 when Beth returns to school

Beth's e-mail: hist.structure_bahotmail.com

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The meeting was adjourned at 6:45 pm.

Respectfully submitted,

Patricia R. Elsbach, Clerk Pro Tem & Treasurer